

## **WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 10.00am on Monday 14 November 2014.

**MEMBERS PRESENT:** **Waikato Regional Council**  
Cr H Vercoe  
**Hamilton City Council Representative**  
Cr L Tooman  
**Hauraki District Council Representative**  
Cr M McLean  
**Matamata Piako District Council Representative**  
Cr B Hunter  
**Otorohanga District Council Representative**  
Mayor M Baxter  
**South Waikato District Council Representative**  
Cr T Lee  
**Waikato District Council Representative**  
Cr J Church  
**Waipa District Council Representative**  
Cr J Bannon  
**Waitomo District Council Representative**  
Cr A Goddard

**IN ATTENDANCE:** **Ministry of Civil Defence and Emergency Management**  
S Vowles  
D Bellamy

**STAFF:** Group Controller (L Hazlewood), Programme Manager GEMO (G Ryan), CEG Chair (D Bellamy standing in for L Cavers), Committee Administrator (G Cannon)

**APOLOGIES:** Mayor G Leach, Deputy Mayor P French, Cr A Park and Cr J Tregidga  
Cr L Tooman (For early departure)

Accepted

### **Confirmation of Agenda**

(Agenda Item 1)

No changes or additions to the circulated agenda were proposed. The meeting proceeded without a formal resolution being passed.

### **Disclosures of Interest**

(Agenda Item 2)

There were no disclosures of interest.

## **SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**

### **Confirmation of Minutes - 1 September 2014**

File: 03 04 18 (Agenda Item 3) Docs # 3145907

Cr A Goddard moved/Cr T Lee seconded

CD14/23

**THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 1 September 2014 be received and approved as a true and correct record.**

**The motion was put and carried (CD14/23)**

### **Group Emergency Management Office Report**

File: 40 02 01 02 (Agenda Item 4) Doc # 3209988

Presented by Group Emergency Management Office (GEMO) Programme Manager (Greg Ryan), the report provided an update on the work that the GEMO is undertaking.

The staff presentation included a power presentation providing a monthly overview and targets (for the first quarter of the 2014/2015 financial year) of:

- The allocations of GEMO labour time.
- The labour time spent on welfare activities and projects.

The report highlighted the current key areas of work. The following additional points were made:

- The National Welfare System is being rolled out. This will replace the Red Cross Pride System. User training is required on how the system operates and how it will interact with other systems.
- Public workshops on the Group Warning System Strategy are due to take place. The purpose is to identify hazards and risks within specific communities, what further coverage may be required and whether there are educational gaps or opportunities.
- In some cases, all new Council employees are now taking part in the ITF Foundational Training.
- The Waikato Civil Defence Emergency Management Group (“the Group”) is now coordinating the delivery of Coordinated Incident Management Group (CIMS) training.
- Following the appointment of Irving Young to the role of Group Welfare Manager, there is an increased engagement with other welfare agencies and groups to identify needs.

There had been a change in the team portfolio to reflect an increased focus on community resilience. A diagram of the new team structure was contained in the report. This included the improved use of social marketing and media. A new role had been created named Community Resilience Coordinator. A key focus of this role would be the use of social marketing and media to improve community resilience.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- There was discussion about the CIMS training. One of the functions of the Integrated Training Committee is to determine how this training is to be delivered across the Group. The course is currently being delivered by the Tai Poutini Polytechnic.

Councillor Tooman moved/Councillor Church seconded

CD14/24

**RESOLVED:**

**THAT the Waikato CDEM Group Joint Committee report, “GEMO Report”, dated 1 November 2014 (Doc # 3209988) be received for information.**

**The motion was put and carried (CD14/24)**

**Group Controller’s Report**

File: 33 10 01 (Agenda Item 5) Docs # 3210462)

Presented by Group Controller (L Hazlewood) this item provided an overview of the Group Controller’s current and future priority work areas. The following matters were covered during the presentation:

**All Hazards Centre**

- The development of the alternate Group Emergency Management Centre (GECC) at Mystery Creek was well underway.
- While there was still strong engagement and support from the remaining response partners (fire, ambulance and civil defence), Police had decided to temporarily place a hold on the project until decisions about the future direction of policing had been finalised.
- It was considered that the combined agency project still had value, regardless of the level of Police involvement.
- There remains a need for a fit for purpose facility. The cost of construction was considerable due to the high level of building code requirements for such facilities. An independent project would not have the cost savings achieved through the proposed integrated approach.

**Reorganisation of GEMO**

- It has been identified that emergency management is behind the curve in respect of the use of social media. The GEMO wishes to improve its capabilities in community engagement, information management and dissemination. More effectively gaining information from the public and providing accurate and timely intelligence back out to the community.
- A new role titled Community Resilience Coordinator has been created to cover this work. Recruitment is underway. It is an ‘outward facing’ position that will combine other work areas, including volunteer coordination. This will be the main route for promoting and coordinating reach out to the community.

**Integrated Training Framework (ITF)**

- The development of the intermediate ITF course is progressing towards completion by the end of the year.

- The project has been more of a challenge than originally anticipated because of the lack of consensus in the sector on the best approach to Coordination Centre operations and the limited number of competent contractors who are capable of providing emergency management related training. However, the effort has resulted in a great deal of consensus building and work that will help define the content of the future courses to be developed over the next year.
- This work has taken up a great deal of the Group Controllers time resource and will now be handed over the project manager. The Group Controller will remain involved in the management of the MCDEM Resilience Funding for the programme through his role as the Chair of the National ITF Steering Committee.

#### Controller Training

- A national one week course had been developed. The first course was being run in the following week. Two (2) controllers from the Waikato Region would be attending.
- Fifteen (15) controllers require training. The course was run only three (3) times a year, meaning that it would take some time for training to be completed.
- In the meantime, training on a local level will continue by way of the regular control meetings.
- There was a focus on development a consistent professional national standard that would allow controllers to move between regions, if required.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- It was intended that the current number of controllers will be reduced to core team of highly competent individuals that could work within any region, allowing training and manage events to occur on a regular basis. This would reduce the cost to ratepayers and mean that individuals are more likely to be exposed to significant events. It was expected that the National Controller Training will ensure the development of this core team with the required level of competency.
- The Committee asked about how GEMO would identify who should be 'fast tracked' and receive the training first. A new process has been implemented for recruiting new controllers and a review process for existing controllers. While all existing controllers were considered appropriate, some developmental needs were identified, including communications. New recruits were likely to have priority because the recruitment process would have already identified them as being highly competent. Having said that, existing controllers who had a high level of skill and experience had also been identified.

#### Recruitment of Alternate Controller

- Hamilton City Council (HCC) has requested the appointment of an alternate controller. It was considered that there were some specific issues that made it appropriate for a controller to be appointed from within the Hamilton City area.
- A highly qualified candidate had been identified. The required process was that HCC would endorse the appointment and this endorsement would then be put before the Waikato CDEM Group Joint Committee. HCC had not yet had the opportunity to meet to consider the proposed

appointment. In order to ensure a timely appointment, the endorsement of the Waikato CDEM Group Joint Committee was sought, subject to a subsequent endorsement from HCC. The Committee was advised that the appointment had been approved by the Coordinating Executive Group (CEG).

Cr H Vercoe moved/ Cr L Tooman seconded

CD14/25

**RESOLVED:**

**THAT the Waikato CDEM Group Joint Committee approve the appointment of Olly Te Ua as alternate controller for Hamilton City Council, subject to endorsement of the Hamilton City Council.**

**The motion was put and carried (CD14/25)**

**Good Initiatives**

- The mass evacuation and welfare exercise by Taupo District Council has been completed and had gone well, with the entire council building being evacuated and run through the new welfare process.
- Promotion of the Get Ready Week with Waikato DHB has resulted in a large uptake of people going to the civil defence website.

Cr J Bannon moved/Cr J Church seconded

CD14/26

**RESOLVED:**

**THAT the Waikato CDEM Group Joint Committee report, Group Controllers Report, dated 7 November 2014 (Doc # 3210462) be received for information.**

**The motion was put and carried (CD14/26)**

Councillor Tooman left the meeting at 10.45 am.

**Summarised Coordinating Executive Group (CEG) Minutes**

File: 33 10 01 (Agenda Item 6) Doc # 3208507

CEG Chair (D Bellemy standing in for L Cavers) provided the Joint Committee with a summary of matters discussed at the CEG meeting held on 31 October 2014. The Joint Committee noted that:

- Neville Williams (Director – Community Services) had been appointed as the Waikato Regional Council CEO's representative on the CEG.
- Allen Harrop (WEL Network) had been appointed as the Chairperson of the Waikato Lifeline Utility Group (WLUG) and as a consequence is also now a member of the CEG.
- CEG Recovery Managers had taken part in a workshop to look at proposed changes in legislation. There was extensive attendance useful discussion. The workshop included discussion about the role and length of involvement of recovery managers.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Committee noted that the lowest area in the latest Capability Assessment Survey ('the Assessment') was recovery. To address this work was being done on local recovery plans. Taupo had developed a plan and the Committee had approved a template to be used by other Councils. The majority of Councils were looking to have their plans developed by mid 2015.
- S Vowles from the Ministry of Civil Defence and Emergency Management advised that while recovery had been an issue at the time of the Assessment, the Group had made progress since then. The initiatives coming from the Waikato Region were excellent and were being looking at as a national template by the Ministry. This was associated with the leadership shown by those leading the recovery team within the group. It was noted that the same work that had been done to identify the qualities needed in a good Controller should also be done in terms of the Recovery Manager role.
- Clarification was sought from V Payne (Chief Executive) about who the Group Emergency Management Office should report to following the appointment of Neville Williams as a CEG member. The Committee was advised that Neville was to be viewed as a single member of the overall CEG, and that WRC was very clear that its role was only to support the group and be a good employer for the staff within the group.

Cr B Hunter moved/Cr M McLean seconded

CD14/27

**THAT the Waikato CDEM Group Joint Committee report "Summarised CEG Minutes", dated 7 November 2014 (Doc # 3208507) be received for information.**

**The motion was put and carried (CD14/27)**

### **Waikato CDEM Group 6 Year Strategic Plan**

File: 33 10 01 (Agenda Item 7) Doc # 3208174

Presented by Programme Manager GEMO (Greg Ryan) this report provided an update regarding development of the Waikato CDEM Group 6 Year Strategic Plan (2014/2015 to 2019/2020). During the presentation (Doc# 3148696) and related questions, answers and discussion the Joint Committee noted that:

### **Waikato CDEM Group Capability Assessment Report**

Greg Ryan spoke to the findings of the assessment, which were contained in the report. During the presentation, the following points were noted:

- Overall, the Group had been identified as 'Advancing' at 71.3%. An 'Advancing' organisation comprehensively implements the requirements of the CDEM Act, with a range of programmes becoming coordinated within the organisation.
- **Readiness:** Community resilience, community resilience monitoring, social capital and the volunteer programme were identified as areas of weakness

for the group. The Group had a strong focus on building and improving community resilience.

- Risk Reduction: Areas for improvement included risk reduction options, risk reduction programmes and risk monitoring. A risk reduction plan was being developed for the Group to formulate a more cohesive approach. It was noted that this was dependant on a number of other long term processes, including regional and district plans and policy statements. It was a complex process but it was hoped that the Group could move in the 'advancing' space within the next five (5) years.
- Response: It was important to build capability before exercising for capability. There was a focus on building capability over the past five (5) years. Standard operating procedures were being developed to manage the use of resources and ensure consistency. There have been improvements in this area over the last three (3) years.
- Recovery: This was one of the weakest areas, but there had been improvements. Work was being done to move into the 'advancing' space, but this would take some time.
- Governance and Management: Funding (link to risk) was identified as the only area of concern. It was expected that once there was a better understanding about how to manage risk, there would be an improvement in this area.
- Organisational Resilience: This was a new area of assessment. The weakest areas were critical functions, business continuity planning and adaptive capacity. Business continuity had broader considerations than civil defence, but the Group was looking at what it could to help improve this indicator.

A corrective action plan would be developed and submitted to the Committee at its March meeting.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- There were no statistics showing the number of people within the region who are prepared for an emergency event. There was no current approach to measuring community resilience. The development of this was being considered as part of the strategic plan.
- The volunteer programme was being progressed through the appointment of the Community Resilience Coordinator. The importance of volunteers was acknowledged, but there were associated considerations including health and safety concerns. One approach was to work with existing volunteer organisations to manage risks and reduce the number of spontaneous volunteers. It was considered that the use of social media would also assist in the management of spontaneous volunteers.
- The Committee asked about where its focus should be in terms of risk reduction. The biggest challenge was risk acceptability and whether the management plan was reasonable.
- Hazard Analysis was an important focus. This then raised the question of whether there was sufficient funding to manage identified risks.

#### Income/Expenditure

New areas of expenditure were identified over the term of the LTP. The all hazards centre, situational awareness system and public alerting tool were of particular note.

Councillor Bannon moved/Councillor Church seconded

CD14/28

**RESOLVED**

**THAT the report “Waikato CDEM Group 6 Year Strategic Plan” (Doc # 3208174 dated 7 November 2014) be received for information.**

**That the Joint Committee requests that the Waikato Regional Council includes the changes noted in this report in the Waikato Regional Council Long-term Plan.**

**The motion was put and carried (CD14/28)**

**MCDEM Report**

File: 33 10 01 (Agenda Item 8)

The MCDEM Work Programme Status Report was provided as a verbal update.

Mayor Baxter left the meeting at 12.05pm.

Councillor Hunter moved/Councillor Mclean seconded

CD14/29

**RESOLVED**

**THAT the Waikato CDEM Group Joint Committee acknowledge the work of John Hamilton.**

**RESOLVED**

**THAT the verbal report from the Ministry of Civil Defence and Emergency Management be received for information.**

**The motion was put and carried (CD14/29)**

Meeting closed at 12.07 pm